

~~CONFIDENTIAL~~

6 April 1954

MEMORANDUM TO: Colonel White

SUBJECT : Lighting Requirements, [REDACTED]

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1. It was not considered advisable to request the additional lighting and in particular bin lighting in the previous submission of additional facility requirements for the [REDACTED]. It was indicated, however, that additional lighting would receive consideration at a later date.

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25X1A 2. On 11 February 1954, the Medical Office made a survey of lighting in the [REDACTED] and as a result, sent a memorandum (Tab 2) to the Chief of the [REDACTED]. This memo stated the lighting in the [REDACTED] is in the danger zone for visual tasks and for quick and certain seeing. It also pointed out that some areas require the use of flashlights or extension cables in order to perform routine duties. The memo recommends, to permit satisfactory vision and to reduce eye strain, that adequate lighting be installed.

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3. The Real Estate and Construction Division, in conjunction with Buildings Service, surveyed the [REDACTED] to determine what was needed to adequately light the area, and in particular the bins. The detail of what is needed to correct the present situation and the detailed cost and total cost is contained in Tab 1 and 1"A".

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4. The Chief of Logistics, in a memo dated 2 April 1954, states the proposed lighting is essential to efficient operation and to the health of employees. It also advises the Logistics Office has the available funds for the installation of the proposed lighting and requests approval.

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5. I have discussed this situation with individuals in the Supply Division of the Logistics Office. They advise it is impossible to do adequate work under present lighting conditions. I have not taken up their invitation to visit the [REDACTED] and see for myself what the conditions are since the bins have been installed. I have, however, seen stock rooms before and know from personal experience how improper lighting, and in particular lack of bin lights, slows up operation, results in errors, and has a most adverse effect on the morale of personnel. I recommend approval of the expenditure of \$16,000 to correct this situation.

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Requester's Name	_____
Supplementary Information	<input type="checkbox"/>
Priority	_____
Revised Date	10 S C
File No.	10-2
Date	NOV 22 1954
By:	CONFIDENTIAL

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